



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MECHANIC HELPER
3	Posting Number	PN# 109270
4	Department	SOLID WASTE MANAGEMENT
5	Division	MAINTENANCE
6	Section	NA
7	Reporting Location	VARIOUS
8	Workdays & Hours	M- F, 6 a.m. - 3 p.m./3 p.m. - Midnight* *Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
 Assists in performing a variety of automotive, mechanical and electrical activities to maintain operations of vehicles such as: removal/installation of transmissions; checks, repairs/installs brakes, exhaust, cooling/electrical systems. Assists in monitoring inventory levels of equipment, supplies and tools. Performs daily inspections. Uses hand tools (i.e. hoists, drills, grinding wheels and motor analyzers). Welds and burns. Maintains a clean and safe work environment.

10 **WORKING CONDITIONS**
 There is routine exposure to significant levels of heat, cold moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts bruises and minor burns.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
 Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
 No experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**
 Must have a valid Texas driver's license and comply with the City of Houston's policy on driving. (AP 2-2)

14 **PREFERENCES**
 Preferences will be given to applicants with Class A or B Commercial Drivers License, CDL, and tools to perform the job. Applicants that do not have a CDL will be considered with the stipulations that a Class A or B License will be acquired within 6 months.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** Yes No
 If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
 Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:
Salary Range - Pay Grade 5
 \$591 - \$810 Biweekly \$15,366 - \$21,060 Annually

18 **OPENING DATE** March 8, 2006

19 **CLOSING DATE** March 21, 2006

20 **APPLICATION PROCEDURES**
 Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9211. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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